



Office 365

STUDENT ADVANTAGE

Brevard Public Schools is happy to announce the new Microsoft Student Advantage program. Because of the district's agreement with Microsoft, students are able to download and install Microsoft Office desktop applications **AT NO COST**.

Who is eligible?

Any BPS student whose primary affiliation is "student".

What software can I download?

Eligible students will be able to download Microsoft Office applications on up to 5 devices (PC, Mac, and/or mobile device). These applications include Word, Excel, PowerPoint, Outlook, Lync, OneNote*, Access*, and Publisher*.

** Windows PC client programs and/or features only. Cannot be used across devices*



Excel



OneNote



Outlook



Word



PowerPoint



Access



Publisher



Lync

What are some advantages of Office 365?

Office 365 includes:

- A digital download of Office 365 to install on PC/Mac for up to 5 devices.
- Office 365 stays up to date with the latest releases from Microsoft.
- Office Mobile access for iOS and Android devices
- Create and store Word, Excel, PowerPoint, Access, OneNote, and Publisher files locally on your computer
- The license for the program will remain in effect as long as your child is enrolled in Brevard Public Schools or in another district that participates in this program.

Where can I install Microsoft Student Advantage Office 365?

Microsoft Student Advantage Office 365 may be installed on home and/or personal computers. This software may never be installed on district owned computers.

How do I download and install Office 365?

Important: Allow 10-30 minutes for installation

1. Using the a web browser, go to the following website:
<http://GreatNews.brevardschools.org>
2. Enter the student's active directory username and password that is used to sign onto school computers.

Example: Username: 0000000@brevardschools.org
 Password: *****
3. Click on "Office 365" on the upper left corner. If you don't see "Office 365" on the upper left corner, click on the "tile" (nine small squares) to the left of "Outlook" and then click on "Office 365". Look for the "Install Office" button and choose between the options. Usually the first one is best choice.
4. Once the application is loaded, a progress box will appear as the software downloads the final settings. Please note that the speed of your connection will determine the speed of this part of the installation.
5. Once all loading is complete, follow the steps (wizard or online prompts) to personalize your Office 365 and begin using your software.

How do I get technical support for the Microsoft Student Advantage program?

<http://office.microsoft.com/en-us/support/>